

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**ACCOUNT EXAMINER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job serve as supervisors of account examiners performing a variety of paraprofessional auditing services. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment in selecting the proper courses of action. The work requires knowledge of the policies, procedures, and regulations of para-professional auditing and some knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job.

**Position Code Title – Account Examiner Supervisor-1**

Account Examiner Supervisor 12

The employee serves as a first-line supervisor directing the work of paraprofessional account examiners.

**Position Code Title – Account Examiner Supervisor-2**

Account Examiner Supervisor 13

The employee serves as a second-line supervisor, directing the work of paraprofessional account examiners through first-line supervisors.

**Position Code Title – Account Examiner Supervisor-3**

Account Examiner Supervisor 14

The employee serves as a third-line supervisor directing the work of paraprofessional account examiners through second-line supervisors.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

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Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Explains rules, regulations, policies, and procedures as they relate to a specifically assigned area to affected parties to assist them in achieving maximum compliance.

Prepares and/or reviews reports of examination findings, assemble supporting data, forms, and work sheets.

Examines financial, control, operating, and other records and data to determine level of compliance with established policies, procedures, and guidelines relevant to a specific activity such as delivery of public assistance services, tax liability, etc.

Assesses the accuracy of record keeping transactions relative to defined policies, procedures, and guidelines established for a given area or program.

Identifies irregularities or discrepancies in record keeping, controls, or operations of a specific area.

Recommends changes in procedures and forms for a specific area or program.

Testifies as examiner witness at hearings and formal proceedings.

Conducts interviews with relevant parties to validate and authenticate data and information.

Reviews records pertaining to material assets and physical inventory such as equipment, buildings, or manpower to determine the degree to which they are utilized.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-14 levels.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

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Knowledge of the methods and practices of private and governmental accounting and auditing.

Knowledge of techniques and methods used in finding errors in accounting records.

Knowledge of business law, corporation finance, and economics.

Knowledge of program-related budgeting techniques.

Knowledge of current federal and state laws, rules, guidelines, policies, and precedents related to the area of work.

Knowledge of procedures used in collecting delinquent accounts.

Ability to instruct, direct, and evaluate employees.

Ability to analyze income, disbursement, asset, and liability items.

Ability to obtain and utilize sensitive information discreetly and objectively.

Ability to conduct investigative interviews.

Ability to interpret and apply laws, regulations, and administrative policy to such matters as method of budgeting, computation of grants, and determination of eligibility.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of an associate's degree with a minimum of 16 semester (24 term) hours in accounting courses.

### **Experience**

#### **Account Examiner Supervisor 12**

Two years of paraprofessional account examiner experience involving the examination and evaluation of the accounting, financial, operational, or control records of public agencies, private organizations, or individuals, equivalent to an Account Examiner E10.

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OR

One year of experience equivalent to an Account Examiner 11.

### **Account Examiner Supervisor 13**

Two years of paraprofessional account examiner experience involving the examination and evaluation of the accounting, financial, operational, or control records of public agencies, private organizations, or individuals, equivalent to an Account Examiner 11.

OR

One year of experience equivalent to an Account Examiner Supervisor 12.

### **Account Examiner Supervisor 14**

Two years of paraprofessional experience involving the examination and evaluation of the accounting, financial, operational, or control records of public agencies, private organizations, or individuals equivalent to an Account Examiner Supervisor 12.

OR

One year of experience equivalent to an Account Examiner Supervisor 13.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

ACCEXMSPV

### **Job Code Description**

Account Examiner Supervisor

### **Position Title**

Account Examiner Supervisor-1

Account Examiner Supervisor-2

Account Examiner Supervisor-3

### **Position Code**

ACEXSPV1

ACEXSPV2

ACEXSPV3

### **Pay Schedule**

NERE-180

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NERE-186